

Introductory Presentation: Organizational Structure

Introduction

1. Grab attention – *Start with a question, shocking statement, interesting bit of a story, etc.*
2. Introduce yourself – *Say your first and last name.*
3. Thesis – *Tell the audience the point of your presentation (in this case, that you have two traits that will make you a great future teammate in this course).*
4. Preview main points – *Say the two points you will discuss, in the order in which you plan to discuss them. For instance, you might say, “First I will discuss my ability to lead groups effectively, and second I will talk about my comfort level with technology.”*

Transition into Main Point #1 – *This should be a full sentence that makes the move from intro to the body clear to the audience, like “First, let me start with my leadership skills.”*

Main Point #1 – Your first quality (e.g., leadership)

1. State your claim – *In our sample presentation, this would be that “Effective leadership is one of the most important traits I bring to a team.”*
2. Explain it – *Give one or two sentences to explain your claim.*
3. Prove/support it – *Tell a specific story that clearly exemplifies the claim you have made or give clear evidence that proves your point. For leadership, you could tell a story about a time when you had to exercise clear leadership in a difficult situation.*
4. Summarize the point – *Restate the claim you have made in a sentence or two and connect it to future team projects in this course.*

Transition into Main Point #2 – *This should be a full sentence that makes the move from Main Point #1 to Main Point #2 obvious to the audience, like “Now that I’ve told you how I’m a good leader, let me move on to my technology skills.”*

Main Point #2 – Your second quality (e.g., technology)

1. State your claim
2. Explain it
3. Prove/support it
4. Summarize the point

Transition into Conclusion – *This can be as simple as a clearly defined pause before you go into the review so the distinction between your previous main point summary and the conclusion is obvious to the audience.*

Conclusion

1. Review main points – *Restate your two traits, in the order in which you discussed them.*
2. Restate Thesis – *Restate the point of the presentation.*
3. Clincher – *End definitively with a sentence or two, like “I can’t wait to work with you soon!”*

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Statement of Intent: _____

Introduction

1. Grab attention
2. Introduce yourself
3. Thesis
4. Preview main points

Transition into Main Point #1

Main Point #1

1. State your claim
2. Explain it
3. Prove/support it
4. Summarize the point

Transition into Main Point #2

Main Point #2

1. State your claim
2. Explain it
3. Prove/support it
4. Summarize the point

Transition into Conclusion

Conclusion

1. Review main points
2. Restate Thesis
3. Clincher